



JOB ANNOUNCEMENT

JOB TITLE: Medical Biller and Coder 0.6 FTE
OPEN DATE: 3/24/2020
CLOSE DATE: When Filled
REPORTS TO: Chief Administrative Officer

GENERAL FUNCTION: To effectively bill and code office visits, treatments and procedures for Salish Cancer Center. To process time of service collections of copays and deductibles, complete coding of services, charge-adjustment-payment posting, accounts receivable, appeals process, aging collections, cash reconciliations, charge review and report all the above on a regular basis to the Chief Administrative Officer (CAO). To work with the other key team members on grant and foundation initiatives for patient assistance.

ESSENTIAL JOB FUNCTIONS:

- Completes billing and coding for billable activities at the practice.
- Regularly reviews fee schedules and patient cash pay costs with the CAO to align them to appropriate reimbursement for practice financial health.
- Performs coding and reimbursement duties associated with all clinical activity of the practice.
- Acts as a resource to providers regarding coding practices.
- Ensures accurate medical necessity documentation within clinical dictations.
- Audits all infusion billing for correct documentation, including waste, required for maximum reimbursement.
- Communicates with and educates (until resolution) physicians and clinical staff regarding any documentation issues in a timely manner to correct errors or omissions in patient medical records.
- Advises staff and providers with up-to-date information regarding billing or coding requirements, payer changes, and reimbursement changes that will impact the practice.
- Serves as a liaison and resource for the clinic, and patient intake team for eligibility and authorization related issues and questions.
- Works alongside the finance team to address and appeal all denials until payment is received or appeals are no longer permitted.
- Work with clinic staff to address patient-facing concerns.
- Works with intake staff to collect all patient-owed balances, applying applicable write-off codes when appropriate and approved by the CAO and finance team.
- Other duties as assigned.

MINIMUM REQUIREMENTS (EDUCATION AND EXPERIENCE):

Graduation from an accredited billing and coding program or applicable relevant experience. Two (2) years of professional billing, coding, and accounts receivable experience required. Two (2) years of professional billing, coding, and accounts receivable experience in Oncology preferred. Two (2) years of experience with patient account investigation and resolution required. Extensive knowledge of Oncology billing and coding, documentation requirements, payer-specific requirements, and J code billing preferred. Experience with Centricity and OncoEMR preferred. Experience with electronic claims submission sites required. BLS certification required within 90 days of hire. Experience and/or ability to work with electronic health records/practice management systems required.

BENEFITS FOR THIS POSITION INCLUDE: Medical, Vision, Dental, Life and AD&D insurance, 401(k), Vacation and Sick leave, paid Holidays, Employee Assistance Plan plus much more!

TO APPLY: A Salish employment application is required. Resume Required. Applications can be found at www.salishcancercenter.com or the Human Resources Department. Completed applications must be received by the Human Resources Department by **5:00 pm** on the closing date. Positions that are open until filled may close at any time. ***We are an Equal Opportunity Employer while practicing Native preference according to law.***

Completed Applications can be sent to:

Callie Hills, Human Resources Manager

3700 Pacific Highway E.
Suite 100,
Fife, WA 98424

253-382-6300

Electronic Submissions can be sent to:

Callie.Hills@salishcancercenter.com

Due to the large number of applications that may be received, not everyone who applies for a vacant position will be interviewed. Only those interviewed will receive notification when the position is filled or closed.